

CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR

RACING LICENSE TECHNICIAN I/II

LOCATION: SAN MATEO

FILE BY: Until Filled

TENURE/TIMEBASE: Permanent/Full time

SALARY: RLT I \$2180 - \$2648
RLT II \$2348 - \$2855

REQUIRED INFORMATION:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

California Horse Racing Board
PERSONNEL OFFICE
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6000

MAKE SURE YOU ENTER "JOB OPPORTUNITY – RACING LICENSE TECHNICIAN I" in the title box of the Standard State Application, form 678.

POSITION DESCRIPTION:

Under the direction of the Licensing Manager, assists in explaining, interpreting and applying the Horse Racing Laws and CHRB Rules and Regulations in the issuance or refusal of various licenses needed to participate in horse racing meets throughout the State. Other duties include, but are not limited to fingerprinting applicants; processing financial statements; use of computer terminal to verify and update records, documents and other related data; verify racing programs daily to insure proper licensing and required workers' compensation insurance of racing participants.

SPECIAL PERSONAL CHARACTERISTICS:

Willingness to periodically work irregular hours, weekends and holidays. The headquarters for this position is in San Mateo at the Bay Meadows Race Track, however racing occurs at other northern California sites. In addition to approximately 21 weeks of racing at Bay Meadows, there is approximately 20 weeks of racing at Golden Gate Fields in Albany, and racing at various northern California fairs during the summer. Therefore, applicants must be willing to travel to the various northern California racing sites. Applicable travel/per diem/mileage costs will be paid for travel to sites away from San Mateo headquarters.

Those with Spanish bilingual ability are encouraged to apply. Applications will be screened and only the most qualified will be interviewed. SROA, surplus and lateral transfers are encouraged to apply.

ADDITIONAL INFORMATION:

The California Horse Racing Board has obtained hiring freeze exemption approval to fill this position.

You are eligible to apply if you currently have reinstatement eligibility; are in a classification comparable and transferable; or on a current Racing License Technician I/II eligible list.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense. The employee selected must complete a Personal History Statement certifying that they have no such conviction plus be fingerprinted for checking criminal records.

Questions regarding the duties of the position may be directed to Sue Ross, Licensing Manager, at (916) 263-6011.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are 1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: Until Filled

Release Date: February 25, 2003